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STATE OF DELAWARE  
DEPARTMENT OF STATE

DIVISION OF PROFESSIONAL REGULATION

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<b>PUBLIC MEETING MINUTES:</b>	<b>BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS</b>
<b>MEETING DATE AND TIME:</b>	<b>Tuesday, February 12, 2013 at 1:00 p.m.</b>
<b>PLACE:</b>	<b>861 Silver Lake Boulevard, Dover, Delaware Cannon Building, Second-Floor Conference Room B</b>
<b>MINUTES APPROVED:</b>	<b>March 12, 2013</b>

**MEMBERS PRESENT**

Terri White, Professional Member, President  
Mike Salitsky, Professional Member  
E. Ray Quillen, Professional Member  
Sandra Dole, Healthcare/Public Member  
Elizabeth Hague, Public Member  
Victorine Parker, Public Member  
Tim Bane, Public Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL**

Bryan Smith, Deputy Attorney General  
Sheryl Paquette, Administrative Specialist III

**MEMBERS ABSENT**

Francis Wimbush, Public member, Secretary  
Hope Squier, Healthcare/Public Member  
Victorine Parker, Public Member

**PUBLIC PRESENT**

None

**CALL TO ORDER**

Ms. White called the meeting to order at 1:06 p.m. The Board introduced themselves and welcomed Ms. Sheryl Paquette and Mr. Bryan Smith.

Ms. White made a motion, seconded by Ms. Dole, to amend the agenda to add item 5.5.9, review of the CE request application for Crozier-Keystone Senior Health Services. The motion to amend the agenda carried unanimously.

**REVIEW AND APPROVAL OF MINUTES**

The Board reviewed the minutes of the November 13, 2012 meeting. Ms. White made a motion, seconded by Ms. Hague, to approve the minutes as presented. The motion carried unanimously.

**UNFINISHED BUSINESS**

Reconsider Maryland's Licensure Law for Reciprocity (Missing requirement for 120-hour course in Nursing Home Administration)

Ms. White said this issue came up previously when someone from Maryland was requesting reciprocity, but that person had not completed the required 120-hour course in Nursing Home Administration. Upon further investigation Ms. White said she determined that if someone has a degree in Health Services Administration then they are waived by the state of Maryland; but not the state of Delaware. She said the question now is whether or not Delaware will consider Maryland a similar state. Mr. Quillen said he feels someone with a four-year degree would have more education than someone that has taken the 120-hour course.

The question was asked if Deputy Attorney General Stevenson had been looking at the Rules and Regulations on this. Ms. White said if you don't have a Bachelors Degree or a Master's Degree you can have an Associates degree, but then the length of your AIT program would be longer; it would be a year. Also, the 120-hour course would still be required. Mr. Salitsky said the difference would be that the Board of Nursing Home Administrators would accept the application from someone out of state, but there would be a conflict for the person applying in-state (Delaware). Board members agreed with him and said they could accept Maryland as a similar state. It was mentioned that former Deputy Attorney General Daniel Stevenson was researching the board orders for more information on this. Mr. Stevenson did not mention this to Deputy Attorney General Bryan Smith; therefore, he did not have further information for the Board at this time. Ms. White read previous minutes which said, "Mr. Stevenson advised the Board to consider the application separately from its discussion regarding whether Maryland is substantially similar to Delaware or not." Ms. White asked Mr. Smith if the subject needs tabling, and said the Board still wants to keep the 120-day requirement no matter what the education level is. Mr. Smith could not locate the rule regarding the 120-hour requirement in the statute or Rules and Regulations. The subject has been tabled until the March 12, 2013 meeting.

CONTINUING EDUCATION AUDIT OF LICENSEES

Sign Board Order for Dennis E. Koza – Mr. Salitsky / Ms. Wimbush

Ms. White said this order was signed and sent at the last meeting so no action is required at this time.

REVIEW OF RULES AND REGULATIONS, INACTIVE LICENSE STATUS (Tabled since September)

The public hearing finished today. Ms. White made a motion, seconded by Mr. Salitsky, to pass the new regulation for CE Requirements for Nursing Home Administrators. The motion carried unanimously.

**REGULATION:** The Delaware Board of Examiners of Nursing Home Administrators pursuant to 24 Del.C. §5206 (1) proposes to revise their rules and regulations. The proposed revision to the rules increases the continuing education credits allowed for online and similar courses from 12 to 24 continuing education credits per renewal period. The proposed revision also allows Preceptors to receive 3 continuing education credits per student with a maximum of 6 credits allowed per licensure period.

**NEW BUSINESS**

RATIFICATION OF LICENSURE

Kathleen Gibson (NHA Licensure by AIT)

Carlene Paulett (NHA Licensure by AIT)

Ms. White reviewed both applications and said they both have all materials required for approval. She said she would recommend a 12-month program for Ms. Gibson due to her educational background, an Associate's Degree in Human Services. She recommended a 6-month program for Ms. Paulett because she is an RN with a graduate degree. Ms. White made a motion, seconded by Ms. Dole, to accept the AIT applications as submitted. The motion carried unanimously.

REVIEW OF APPLICATIONS FOR LICENSURE

John Bear (AIT)

After review, Ms. White said Mr. Bear's proposed Preceptor states he was a previous state surveyor and worked at a continuing care retirement community that had assisted living; however, the Boards Rules and Regulations state that the Preceptor must be someone that is practicing as an assisted living administrator in a facility during the AIT process. She said Mr. Bear will have to find a Preceptor that is currently working in an assisted living facility. Ms. White made a motion, seconded by Mr. Salitsky, to deny the application. The motion carried unanimously.

David Boyer (NHA by AIT)

After review, Ms. White said Mr. Boyer's application was rejected the last time it was submitted due to a question answered incorrectly. She said his current application has been amended and is now accepted by the board. Mr. Bane seconded the motion. The motion carried unanimously.

Michelle Domenici (Temporary NHA)

After review, Ms. White made a motion, seconded by Mr. Salitsky, to approve the temporary NHA licensure of Michelle Domenici. The motion carried unanimously.

REVIEW OF AIT PROGRESS REPORTS

None

REVIEW OF AIT REPORTS – Ms. Paquette

Ms. Paquette gave a summary of the progress of Administrators in Training as of 2/11/13.

REVIEW OF CONTINUING EDUCATION APPROVAL REQUESTS:

Courtland Manor, Inc.,

*Introduction to the Incident Command System (ICS 100) for Healthcare/Hospitals, 10/9/12, Requesting 3.0 CEUs*

*Introduction to the Incident Command System (ICS 100), 10/19/12, Requesting 3.0 CEUs*

Mr. Salitsky reviewed the application and made a motion, seconded by Ms. White, to approve the course for 3.0 CEUs. The motion carried unanimously.

Delaware Health & Social Services (DHSS),

*Nursing Documentation In-Service, 7/25/12, Requesting 2.0 CE*

Alzheimer's Association, Delaware Valley Chapter,

*2012 Delaware Annual Dementia Conference: "Creating Connections," 11/14/12, Requesting 5.75 CEUs*

Division of Long-Term Care Residents Protection,

*Antipsychotics and Dementia – Alternative Care Management, 10/22/12, Requesting 6.25 CEUs*

Ms. Dole reviewed the applications for continuing education and made a motion, seconded by Mr. Salitsky, to approve the courses listed above for the CEUs requested. The motion carried unanimously.

Delaware Healthcare Association,

*Delaware Healthcare Forum, 11/20/12, Requesting 5.5 CEUs*

LNZ Consulting,

*Maintaining Professionalism – Managing Ourselves & Others, 9/24/12 (Part 1 – originally approved for 2.0 CEUs), and 11/13/12 (Part 2 – originally approved for 1.25 CEUs); however, Part 2 was re-scheduled to 12/4/12. CEUs were changed to 1.5. Requesting approval for 3/25 total CEUs.*

Mr. Salitsky reviewed the applications for continuing education and made a motion, seconded by Mr. Bane, to approve the courses listed above for the CEUs requested. The motion carried unanimously.

Delaware State Bar Association,

*Going, Going, Gone? Client Capacity issues in the Practice of Law, 9/28/13; Requesting 3.8 CEUs*

DHSS Nursing Leadership Conference,

*Infectious Disease Prevention and Control 2013, 3/6/13, Requesting 5.0 CEUs*

Mr. Quillen reviewed the applications for continuing education and made a motion, seconded by Ms. Dole, to approve the courses listed above for the CEUs requested. The motion carried unanimously.

Crozier-Keystone Health System,

*"Providing Longitudinal Care; A Patient Centered Medical Home Perspective," 11/29/12, Requesting 2.0 CEUs*

Ms. Dole reviewed the applications for continuing education and made a motion, seconded by Ms. Hague, to approve the courses listed above for the CEUs requested. The motion carried unanimously.

**COMPLAINT UPDATES**

None

**DISCIPLINE AND COMPLIANCE UPDATES**

None

**OTHER BUSINESS BEFORE THE BOARD (FOR DISCUSSION ONLY)**

Ms. Paquette gave Ms. White an informational package from St. Joseph's. St. Joseph's offers 120-hour courses online and provide Long-Term Care Administration certificates and refresher courses.

Mr. Quillen said a few years ago all Boards had to go through a list of all the Delaware laws. If a person was convicted of a crime it might exclude a person from practicing in the state. He talked about a Background Check Center program starting within the Division of Long-Term Care Residents Protection. The Board discussed different components of the program. Mr. Salitsky asked if the Board were to deny someone's license because of a crime, would there be any liability. Mr. Smith said he would look into this issue and report back to the Board. Ms. White said 'BBC1000', as the program is called, will go into effect soon in New Castle County. It will flag someone for pre-employment, but also if someone is convicted of a felony while they are employed they will get notification.

Mr. Smith talked about Executive Order #36 issued by Governor Markell. He said Executive Order #36 relates to the Rules and Regulations for all Boards in the state, specifically regulations that may be out of date or not accomplishing their intended goal. The matter is open for public comment until 3/1/13. To date no public comment has been received with regard to the Board of Nursing Home Administrators. Mr. Smith said he would recommend to the Board that they review their Rules and Regulations so if any are out-of-date the process can begin to correct it.

Regarding the Inactive Status of License's, Mr. Smith said he will check with Mr. Stevenson regarding the language for this and report back to the Board. He said he will help the Board figure out what changes they would like to see in the Rules and Regulations. He said he reviewed the November minutes and said it looked like the Board was requesting a four-year limit for the inactive status. Mr. Smith said he would be ready at the next meeting to discuss how to start the process for changing the Rules and Regulations.

**PUBLIC COMMENT**

None

**NEXT SCHEDULED MEETING**

The next meeting is scheduled to be held on March 12, 2013 at 1:00 p.m. in the second-floor Conference Room B of the Cannon Building located at 861 Silver Lake Boulevard, Dover, Delaware.

**ADJOURNMENT**

There being no further business, Mr. Quillen made a motion, seconded by Ms. White, to adjourn the meeting at 1:53 p.m. The motion carried unanimously.

Respectfully submitted,

A handwritten signature in cursive script, reading "Sheryl Paquette".

Administrative Specialist III

*The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.*